

CPS Reporting information for Mandated Reporters



**CPS toll free 24 hour hotline:
1-866-End-Harm**

Making a report ...what to include....

Information needed to make a report:

- Name, address, and age of the child
- The name and address of the child's parent or guardians or other persons having custody of the child
- The nature and extent of the injury or injuries, neglect, and/or sexual abuse
 - What happened?
 - What indicators do you observe?
 - Duration or frequency of indicators?
 - Severity?
 - If relevant, quote words used by children
- Your name and contact information-
Mandated reporters can NOT make anonymous reports

Helpful information to provide when making a report:

- Any evidence of previous incidences of abuse or neglect, including the nature and extent
 - Is this the 1st, 2nd, 3rd etc time you have been aware of this type of incident?
 - Mention if you have made a report before.
- Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator (s)
 - Info about parents that you feel is relevant (drug or alcohol, mental illness, domestic violence, other health or parental issues that are intensifying problem)
 - Related incidents involving siblings

CHILDREN'S RESPONSE CENTER
Overlake Hospital Medical Center
1120 112th Avenue NE
Suite 130, East Building
Bellevue, Washington 98004

*Children's Response Center is managed by
Harborview Medical Center.*

PLEASE CALL CHILDREN'S RESPONSE CENTER
FOR MORE INFORMATION.

PHONE: 425.688.5130
WEB: www.ChildrensResponseCenter.org